Equality Impact Assessment Form

Name of policy, strategy, procedure, practice, or function	Community Room Policy
EIA carried out by:	Charlotte Webb & Ali Stacey-Chapman
Date:	01/05/2026
Head of Service:	Paul Cole
Date:	
What is the purpose? The purpose of the policy, strategy, function, practice, or procedure is what it is meant to achieve. This needs to be defined in some detail and to be clear in meaning. It is this 'intention' the impact assessment will seek to measure.	This policy is for tenants of Derby City Council and Derby Homes, and the general public. It explains the safe and appropriate uses of Derby City Council's Community Rooms. The purpose of this policy is to outline all the information and requirements for customers to use before a community room agreement can be put in place. Community rooms are a great asset to Derby City Council and Derby Homes. We fully support social inclusion, health and wellbeing, training, volunteering, education, and access to employment. We work with partners and other agencies to encourage customers to get involved in social events and activities, as well as delivering projects that have the potential to positively influence people's lives. Projects in community rooms aim to boost personal confidence, enhance life chances, and enable tenants to contribute to the wider community if they wish. We have 22 Community Rooms across the city. These rooms are owned by Derby City Council and managed by Derby Homes.

How is it seeking to achieve this? This question aims to explore how the planned systems, practices, understandings, or conventions are delivering on the above intention. This is about process mechanics, or more simply, 'how it works.' It requires the impact assessment to 'walk through' the process or practices and consider what barriers emerge and what supports is on hand.	The policy outlines who can use the rooms, the purpose of the rooms, and how the rooms can be used appropriately and safely. The policy sets out the application process and what policies and procedures groups need to have in place to use a room. This includes which groups are prioritised for bookings and how cancellations are handled. The policy makes it clear that community rooms are shared spaces and are not intended for exclusive use. Information is provided around storage of items, times of use, Wi-Fi access, the use of music, general housekeeping, use of equipment in the room, pets and alcohol. Rules around fire safety, parking and damages are provided. Details are provided on how to report issues and make complaints.

Who benefits and how (and who therefore doesn't and why)?

This is about determining the impact of the policy, strategy, function, practice, or procedure on those with certain characteristics. Where possible research or actual experience should be used and pointed to. It will highlight who does not benefit from what is intended and if this creates any disadvantage or lost opportunity. Think of the impact on all of these groups, considering negative, positive, or neutral impacts on each. Whilst it is important to consider characteristics in isolation, you should also consider how they interact with each other (intersectionality).

Characteristic	Positive	Negative	Neutral	Justification

All	x			Policy states: We are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Age	x			Community rooms are generally situated in close proximity to housing schemes for the over 60s and those in receipt of disability benefits. As tenants paying a service charge towards the upkeep of the room, they have priority with bookings and can access at any time. All groups using the rooms are reminded that bookings cannot be exclusive and are required to make activities open to local residents.
Disability	x			Community rooms are generally situated in close proximity to housing schemes for the over 60s and those in receipt of disability benefits. As tenants paying a service charge towards the upkeep of the room, they have priority with bookings and can access at any time. All groups using the rooms are reminded that bookings cannot be exclusive and are required to make activities open to local residents. Storage of items is not generally permitted, however exceptions can be made on a case by case basis for those requiring reasonable adjustments. For example, a tenant with a disability limiting their mobility or dexterity who has a regular booking, may be allowed to store some items for the group in the room to prevent having to carry them in and out each week.
Gender reassignment	x			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.

Marriage and Civil Partnership	x			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Pregnancy and Maternity	x			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Race	x			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Religion and belief			x	The policy explicitly states that community room applications that are celebrating religious holidays such as Christmas, Eid or Diwali will be welcomed, as long as they are open to our tenants and the wider public. Community rooms were previously available for booking for worship, with a charge, however this provision has been removed under the new policy as the rooms are intended to be neutral shared spaces.
Sex	X			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with

				respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Sexual Orientation	x			Whilst no specific provision is made for this protected characteristic within the policy, Derby Homes are committed to fostering equity, valuing diversity, and building an inclusive environment. We believe in putting customers first and treating everyone fairly and with respect. Groups that discriminate against any protected characteristic will not be permitted to use our rooms.
Socio economic	x			Community rooms provide significant value to the lives of the people of Derby. They provide social inclusion, health and wellbeing, training, volunteering, education, and access to employment. We work with partners and other agencies to encourage customers to get involved in social events and activities, as well as delivering projects that have the potential to positively influence people's lives. Projects in community rooms aim to boost personal confidence, enhance life chances, and enable tenants to contribute to the wider community if they wish. Rooms are provided free of charge to open groups that provide benefit to all.
Derby Homes tenants	x			The community rooms are widely available for the whole community of Derby but are a particular benefit to Derby Homes customers, especially those living within close proximity.
Health and wellbeing	x			The use of community rooms by groups promoting health and wellbeing are actively encouraged.

Proposed actions to mitigate negative impact, maximise positive impact and promote good relationships.

You should consider in any of the areas above how you can move a negative to a neutral/ a neutral to a positive impact, in order to further the organisations vision to provide high quality services for people, homes and communities.

This should include actions to mitigate discrimination or sense of exclusion, and any opportunities to advance equality and foster good relations between groups.

Characteristic	**Proposed action**
Religion and belief	Whilst the rooms are no longer available to book for worship, which may be seen as a negative impact on particular religious groups, this enhances the image of the rooms as neutral, shared spaces, meaning that no those of other or no religion do not feel excluded from the space. Religious celebrations that are open to the wider community continue to be encouraged fostering a spirit of diversity and inclusion.
Health and wellbeing	Partnerships have been developed with agencies such as Neighbourhoods, Community Action, Livewell, the NHS, Drug and Alcohol Services, to promote use of the community rooms for activities which support health and wellbeing.
Socio economic	Working with Food 4 Thought, Food Pantry's have been established in a number of community rooms. Warm Welcomes are actively encouraged in community rooms.
Disability	Derby Homes do not currently have full accessibility assessments for all community rooms. Carrying these out will improve the impact on people with disabilities. Issues identified during the assessment can feed into a wider plan of works for improvements to be made. Improvements are already being made with the introduction and regular testing of hearing loops.

How have you come to the above conclusions?

For example, who have you engaged, consulted, or involved in responding to the above questions? This might also include research or resources that have assisted you.

Group, organisation, or people	**How has this assisted the process?**
Charlotte Webb, Georgina Moore, Bobby Howe & Paul Cole	Writing the policy
Charlotte Webb & Ali Stacey-Chapman	EIA
Customers	Consultation with tenants, current users of community rooms and the wider public.

Outcome: The following decision has been taken: (please tick one box)		**Tick**
Approve – No major change	Your assessment demonstrates the policy, strategy, function, practice, or procedure is robust, and the evidence shows no potential for discrimination or sense of exclusion and that you have taken all appropriate opportunities to advance equality and foster good relations between groups.	x
Adjust	This involves taking steps to remove barriers or to better advance equality. It can mean introducing measures to mitigate the potential effect. This should be done before the policy, strategy, function, practice, or procedure is implemented. Where this cannot happen the action plan must outline how you are going to achieve this	
Continue	This means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate. In cases where you believe discrimination is not unlawful because it is objectively justified, it is particularly important that you record what the objective justification is for continuing the policy, strategy, function, practice, or procedure, and how you reached this decision.	
Stop and remove	If there are adverse effects that are not justified and cannot be mitigated, you will want to consider stopping the policy, strategy, function, practice, or procedure altogether. If a policy, strategy, function, practice, or procedure shows unlawful discrimination, it ***must*** be removed or changed.	

Action Plan

Actions to deliver the changes identified above; in addition, you might want to include:

- Any training, awareness building or changes to associated policies or working practices.
- Any period of monitoring
- Any sharing of good practice that can support other areas of equality promotion.
- Any actions to further opportunity, unlock potential or promote good relations.

Action	**By whom**	**By when**
Accessibility Assessments required on all community rooms	Quality and Inclusion Team to organise	Within 1 year